



CLASSIFICATION NO. 242

Established: 4/90

Revised: 7/94, 4/06, 8/15

FLSA: Non-exempt

EEO: 2

## **DEVELOPMENTAL DISABILITY LICENSING COMPLIANCE SPECIALIST**

### **CLASS CHARACTERISTICS**

Under direction, to conduct and review licensing inspections of adult and child foster care homes and group homes; to investigate alleged licensing violations, issue licensing citations to foster care providers; identify and report compliance issues in group homes to the state and provide back-up support to abuse investigators; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Social Services Division within the Department of Health, Housing and Human Services provides case management services, client advocacy assistance and resources to the County's veterans, low income, elderly and disabled residents through a variety of programs.

The Developmental Disability (DD) Licensing Compliance Specialist coordinates the licensing of adult and child foster care homes and group homes within the County to ensure that providers are complying with applicable licensing requirements. Incumbents' process and review all new and renewal applications for foster homes and group homes, respond to complaints and compliance situations, provide back-up support to abuse investigators and participate in program planning and development.

The DD Licensing Compliance Specialist differs from Abuse Investigator which conducts, investigates and follows-up on reports of client abuse, neglect or exploitation and identifies protective services needs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, coordinates, interviews applicants and conducts on-site inspections of potential and currently licensed adult and child foster homes and group homes; serves as Clackamas County's licensing contact to the state, providers, providers landlords, and the public; determines compliance with applicable state and County licensing requirements and standards; recommends to state DD Licensing Unit approval or denial of foster home licenses based on applicable standards criteria.
2. Prepares written reports and correspondence in response to licensing violations; determines the necessary corrective action to be taken by the licensed provider and when appropriate, recommends what type of sanction(s) will be imposed including civil penalties, conditions on license, denial, suspension or non-renewal license.
3. Provides consultation to providers, applicants and caregivers on complex, technical issues and various aspects of operating and/or working in foster care and group homes; interprets

and applies the Administrative Rules to assure providers operate their home in compliance; communicates new procedures from state DD to providers; conducts interviews and tests for English comprehension; determines if potential providers, resident managers and care givers meet the qualifications per Oregon Administrative Rules.

4. Plans, organizes and presents the orientation to potential providers and resident managers; advises and counsels providers regarding applicable requirements, rules and regulations; approves and recommends denial of employment of resident managers and other care givers; approves or denies requests for training for the mandatory continuing education credits; interprets and applies the Administrative Rules to review and approve/deny all foster home providers private admission contracts.
5. Responds to and investigates complaints regarding alleged licensing violations; in coordination with the state Licensing Unit, determines the course of action needed; consults with County Counsel regarding legal actions taken; testifies at hearings regarding licensing actions and provides evidence in support of actions taken.
6. Participates in leading the foster home licensing program work and support staff; may train, assign and review work of clerical support staff; leads monthly meeting with foster care case managers or group home case managers regarding provider issues, licensing issues, citations and OAR changes; reviews foster care license and caregiver applications to determine if qualifications and training requirements have been met and processes all criminal history requirements with the state Criminal Background Unit for foster care.
7. Provides high level technical support and training to providers to ensure compliance with specific service OAR's and the Abuse and Neglect OAR; provides proactive support to providers to reduce incidents of abuse and neglect through training and technical assistance; provides at least quarterly monitoring of individuals receiving service and health and safety facility inspections in foster and group homes, if there are health/safety/neglect/abuse concerns, monitoring visits may be required daily.
8. Provides back-up support to abuse investigators to follow-up with providers for screening, protective services and required actions of a completed report; documents actions in progress notes or abuse report; conducts individual needs assessment as an impartial facilitator.
9. Participates and serves on various committees; consults with or provides information to agency staff and other social services professionals.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Laws, rules and regulations applicable to the licensing of adult and child foster care homes and group homes; certification and endorsement requirements for providers; methods and principles used to conduct licensing assessments, needs assessments and abuse investigations; principles and techniques of interviewing and public speaking; office procedures, practices and equipment, including computer operation.

Some knowledge of: Community and state resources; basic principles and techniques of supervision.

**Skill to:** Interview and investigate foster and agency providers to obtain information needed to assess licensing eligibility status and compliance; interpret policies, procedures and requirements applicable to the licensing of foster and group homes and certification of foster home providers; analyze data on alleged licensing violations and determine appropriate course of action; prepare and present written and oral presentations; enter and retrieve data on a computer; establish and maintain effective working relationships with providers, agencies and other social services professionals; communicate effectively, both orally and in writing; prepare and maintain accurate and legible records; plan, organize and lead the work of assigned staff.

### **WORKING CONDITIONS**

Some duties include exposure to environmental factors and unpleasant living conditions and behaviors.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Within the first year of hire, must attend and pass core competency training and demonstrate competency after completion of core competency training. (OAR Chapter 411)

Edited: 7/12